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DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
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PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

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FEATURED CONTRACT

Laundry and Linen Rental

Type of contract: Competitive

Dates of Contract: March 1, 2022 – February 28, 2023, Renewal 2 (Two). This contract has been competitively bid and was awarded to the lowest bidders meeting specifications.

Vendors on Contract: Aramark Uniform & Career Apparel Group Inc. dba Ameripride Services, LLC and Westport Linen Services LLC

State Contract Numbers: (8200061942, Aramark Uniform & Career Apparel Group Inc. dba Ameripride Services, LLC) and (8200055897, Westport Linen Services LLC.)

Vendors: Aramark Uniform & Career Apparel Group Inc. dba Ameripride Services, LLC Prime Supplier; Supplier ID # (3102019946). Contact and ordering information can be found on the last page of attachment, Aramark Uniform & Career Apparel Group Inc. dba Ameripride Services, LLC, Extension Contract 2.

Westport Linen Services LLC Prime Supplier; Supplier ID # (3102086339). Contact and ordering information can be found on the last page of attachment, Westport Linen Services LLC, Extension Contract 2.

Contract Analyst: James Brabston, James.Brabston@dfa.ms.gov

Remember State Agencies must use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.

Cooperative Contract News

The Office of Purchasing, Travel and Fleet Management has established contracts with numerous vendors through cooperative agreements. Recently, the contract for uniform and mat rentals was extended through Omnia Partners, with the vendor Cintas Corporation. This cooperative contract can be viewed on our website at the following link:

https://www.ms.gov/dfa/contract_bid_search/Contract/Details/7098?AppId=1&Keyword=cintas

If you have any questions or need assistance with cooperative contracts please call Steve Tucker @ 601-359-3107.

Procurement Card



**BUREAU OF MARKETING,
TRAVEL AND CARD PROGRAM**

Every month, each control account and each specific card account should receive a statement. Each statement should be reflective of all approved transactions throughout the month. Each transaction on the statement should have a matching itemized receipt with that month's statement. Periodically, each month's statement and transaction receipt file should include supporting documentation such as memos and quotes.

The supporting documentation allows reviewers to gain insight on special transactions in case of justification is necessary later. All statement data – statement from bank, itemized receipts, and supporting documentation – should be on file at the entity in a central, yet secure location accessible to the program and alternate coordinator. Please do not hesitate to contact Yolanda Thurman if a month's statement is not delivered via mail or internet at 601-359-3409 or at yolanda.thurman@dfa.ms.gov. Also, please be aware that any requests for setting up/closing accounts, setting credit limits/transaction override strategies and lifting restrictions must be sent to the Office of Purchasing Travel and Fleet Management for prior approval. Thank you for making the p-card and travel program the success it is today.



Travel Updates

BUREAU OF MARKETING, TRAVEL AND CARD PROGRAM

Request for Bids Mississippi Department of Finance and Administration Office of Purchasing, Travel and Fleet Management (OPTFM) will receive bids at 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, Mississippi 39201 or electronically through Mississippi's Accountability System for Government Information and Collaboration (MAGIC) for the purpose of contracting for the State's requirements for the following: Travel Agency Services RFX #3130001540 The above mentioned bids shall be received by OPTFM or in MAGIC no later than 5:00 p.m., May 13, 2022. Detailed specifications may be obtained at https://www.ms.gov/dfa/contract_bid_search/Home/Buy.

For questions, please contact the Office of Purchasing, Travel and Fleet Management at 601-359-3409. 3/7,3/14/2022



CMFM

class



REGISTER NOW

BFM is considering offering a Certified Mississippi Fleet Manager class in May 2022 but we need a few more people to sign up. If you or your agency has someone that is interested, please contact Ramona Jones at Ramona.Jones@dfa.ms.gov or Ashley Harrell at Ashley.Harrell@dfa.ms.gov .

New Contract Ideas



Greetings, friends! OPTFM is constantly evaluating agency needs for ways to increase efficiency and leverage our collective buying power through the establishment of:

- Competitive bid contracts;
- Negotiated contracts;
- Cooperative contracts; and
- Statewide agency contracts.

OPTFM's goal remains to identify which commodities our agency customers need and where we can secure those commodities for the best value, while being ever mindful of safeguarding the taxpayers' dollars. If you have an idea or suggestion for a commodity that you think needs its own contract, please let us know! It is through direct feedback that we can determine which contracts are most valuable to you. As always, please feel free to call, e-mail, or schedule a time to come by and visit with us if we can assist you in any way.

OPTFM Staff



2022

PPRB MEETINGS

PPRB Meeting Date

JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022
JANUARY 2023

Submission Deadlines

DECEMBER 1, 2021
JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022

The Office of Purchasing, Travel and Fleet Management

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Candice Hay

Yolanda Thurman

Kajarius White

Deron Simpson

Bureau of Fleet Management

Ramona Jones, Director

Ashley Harrell

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*Happy
Easter*